



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: PUBLIC HEALTH NURSE AIDE (Part-Time)

SALARY: \$9.98 - \$12.77 per hour

LOCATION: Monroe County Department of Public Health - Starlight Pediatric Clinic

JOB SUMMARY:

This position in the Public Health department is responsible for assisting nursing staff in duties associated with patient care and care coordination that do not require licensed personnel. The duties include, but are not limited to: patient registration (including check-in, check-out), appointment scheduling, maintaining information and entering information into an electronic medical record, basic form completion, filing and scanning. Participation in team meetings, in-service trainings and committees, along with professional interaction between families, employees, residents, patrons and other customers is recommended. The employee reports directly to, and works under the general supervision of the Nurse Coordinator - Pediatric Clinic. Supervision of others is not a responsibility of this class. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

Send Civil Service Application to:	Monroe County Department of Public Health 111 Westfall Road - Human Resources Rm.752B Rochester, NY 14620
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Posting Date: March 28, 2013

Posting Deadline: April 9, 2013